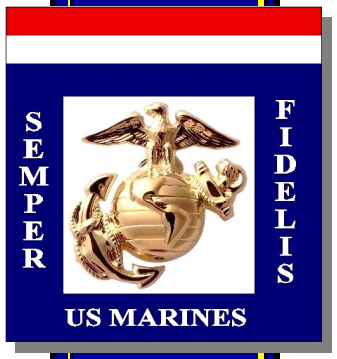


Civilian Workforce Management

Tony Torres-Ramos

Civilian Workforce Management Branch (MPC)
Manpower and Reserve Affairs
US Marine Corps

Topics

- Goals For Workforce Development
- Accomplishments and Current Initiatives
- Structure
- Leadership Development Program
- Leadership Training
- Roles and Responsibilities of COIs & M&RA
- Civilian Workforce Development Application (CWDA)
  - Where We Were
  - Where We Are Now
  - Where We Are Going

Goals for Workforce Development

- Establish the Marine Corps as the employer of choice
- Provide skilled workforce for the future
- Provide Civilian Marines with a career path
- Provide opportunities for training, leadership develop
  rotational assignments, and mentoring from senior lea

CWCP Accomplishments and Current Initia

Civilian Workforce Management

Accomplishments

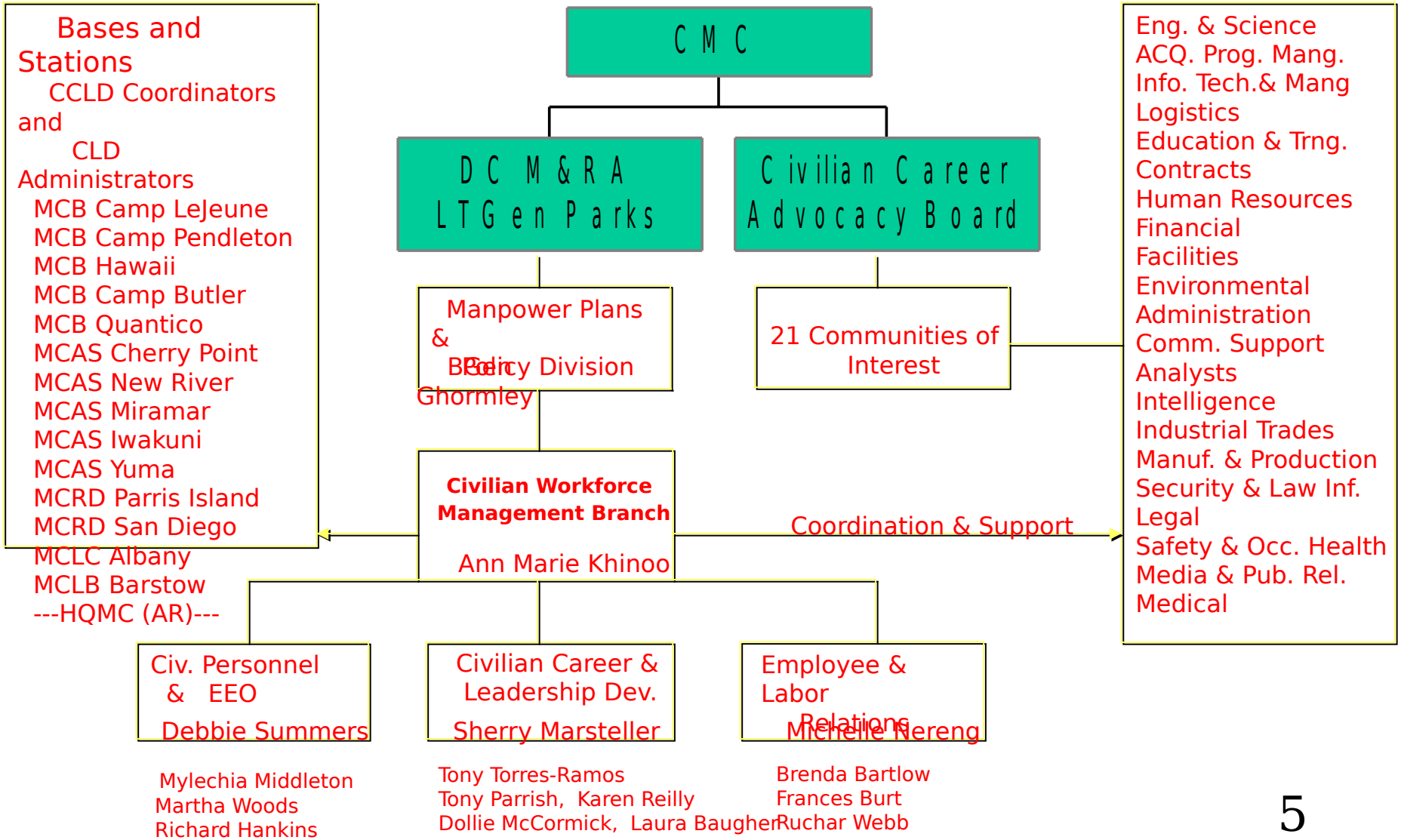
- Established 21 Communities of Interest
- Endorsed by White Letter 01-03
- Civilian Marine Lapel Pin
- Civilian Marine Website
- Civilian Marine Quarterly Newsletter
- Mentoring Handbook
- CLD Assessment On-Line
- Civilian Workforce Development Application

Current Initiatives

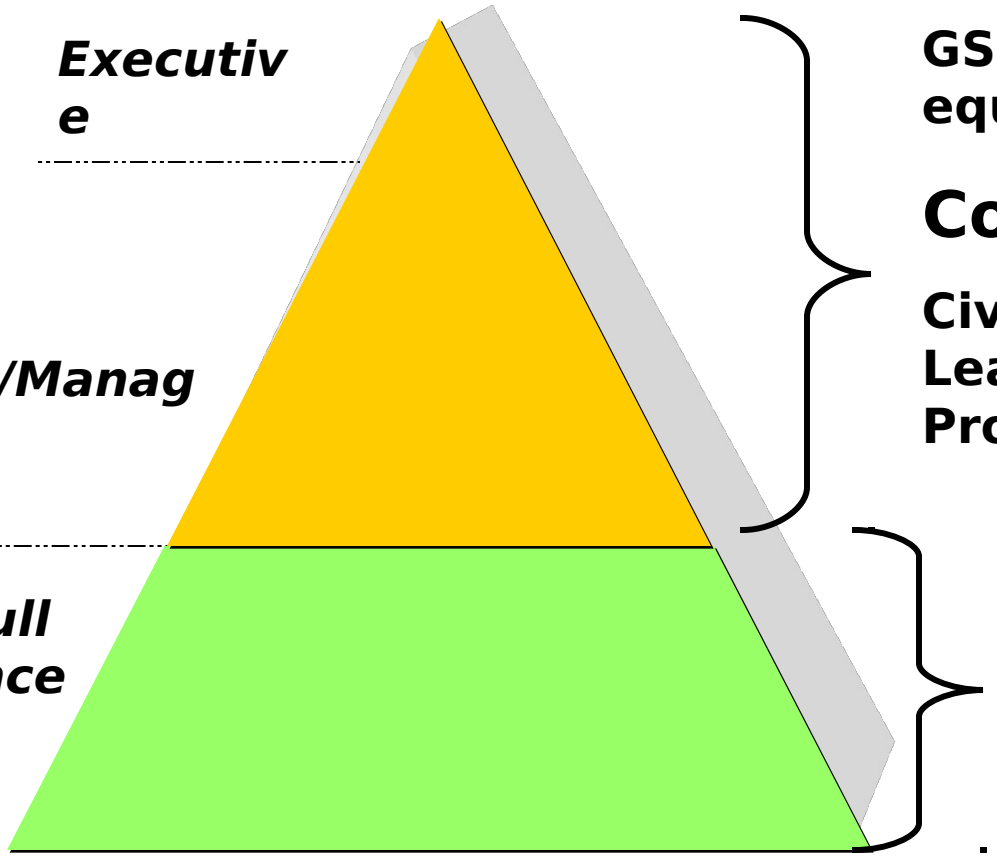
- Marine Corps Mentoring Program-*A tool that will provide training across the Marine Corps. This will increase the number of trained mentors throughout the Marine Corps enhancing our ability to develop a civilian workforce capable of facing the challenges of the future.*
- Marine Corps Acculturation Program-*Provide our Civilian Marines an opportunity to learn about the Marine Corps, its culture, and its history.*
- CWD Application Enhancements
- CCLD Publication
- Marine Corps New Employee Orientation program (NSPS Impact)
- Marine Corps Supervisor Training Course and HR Manual (NSPS Impact)

Structure for Implementing the CWCP

Civilian Workforce Management



Leadership Development Program



Civilian Marine Leadership Training

Program	Grades	# Applicants	# Selected
USDA New Leader	GS 7-11	70	20
USDA Exec LDP	GS 11-13	21	7
DoD Exec LDP	GS 12-13	12`	2
LEGIS Fellows	GS 13-15	3	3
USDA Exec Potential	GS 13-15	3	3
DLAMP	GS 13-15	3	3
MIT Seminar XXI (DC Metro	GS 14-	4	4

Roles and Responsibilities of COIs & M&RA

Communities of Interest

- Vision & COI Plans
- Guidance
- Career Paths
- Best Practices
- Communication
- Competency Development
- Demographics & “Health”
- Workforce Management
- Career Development Program
- Mentoring Civilian Marines

Manpower and Reserv

- Human Capital Management
- Build COI Competency Framewo
- Develop Policies
- Maintain Civilian Marine Website & IT Databases/Applications
- Provide Support to CCAB
- Provide Assistance to COIs
- Communication to Commands
- Leadership Development Progra
- Workforce Analysis

“ Support Our Marines. Be Part of the Team.”

Civilian Workforce Development Application (CWDA)

The Civilian Workforce Development Application (CWDA) will assist Civilian Marines with professional development by providing access/visibility to career paths, training and development opportunities, information about skills, knowledge, and experience needed for career growth and mission requirements.

Civilian Workforce Development Application

- COI Project
- Web Site Development
- Competency Management Model
- Civilian Workforce Development Application Pilot

Civilian Workforce Development Information Management Application, CWDIMA (CWDA-1)

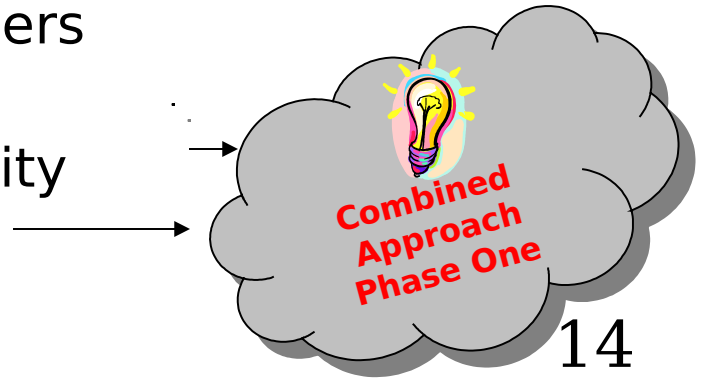
- Developed by Contractor
- Two COI's
  - Contracts
  - ITM
- Developed at Oracle
- Migrated to M&RA
  - Development Server
- Conducted Internal Review 16 July
- Conducted Pilot 22 July
- Migration of All 21 COI data into Database
- Contract expired 31 July
- Next Steps

Where We Are Now

- Program Management Transferred to MarCorSysCom on October 1st
- Revisit/Clarification of Requirements
- Contract Awarded April 2004
- Requirements Review with Contractor Lessons Learned From Systems Available for Possible Use With CWDA
  - OTA
  - CLDA
  - WASS/CIVFORS
  - KRC

Where We Are Going

- Contract Vehicle
  - GSA Schedule
  - Development to start in May
- Leverage
  - Oracle Enterprise Contract
  - Lessons Learned
  - Oracle Database
  - HR and SSHR “out of box”
- Phases for Production Environment
  - HR – Generic Reports for all Users
  - SSHR – User Roles/Profiles
  - Learning Management Capability

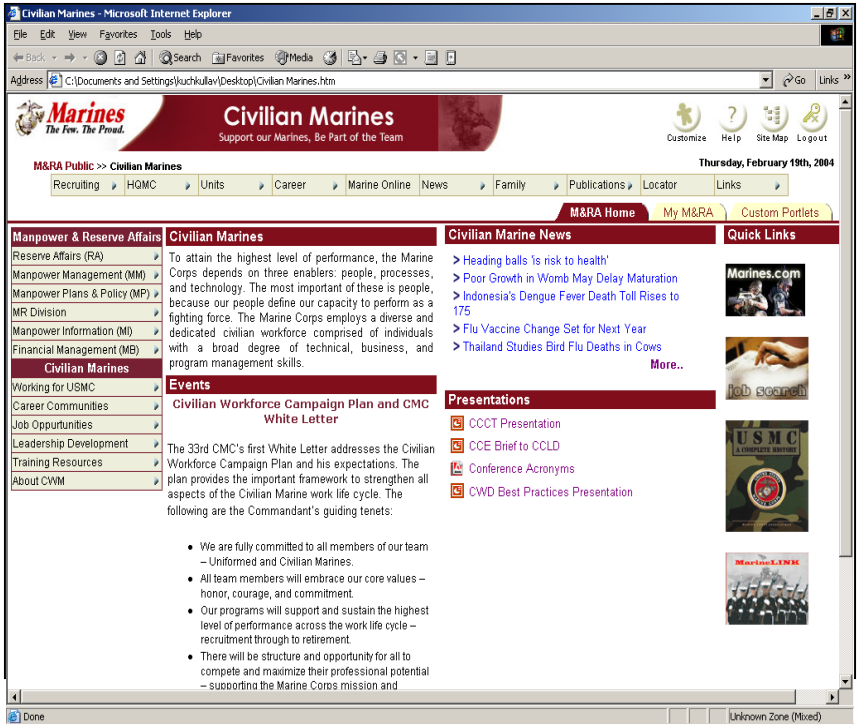


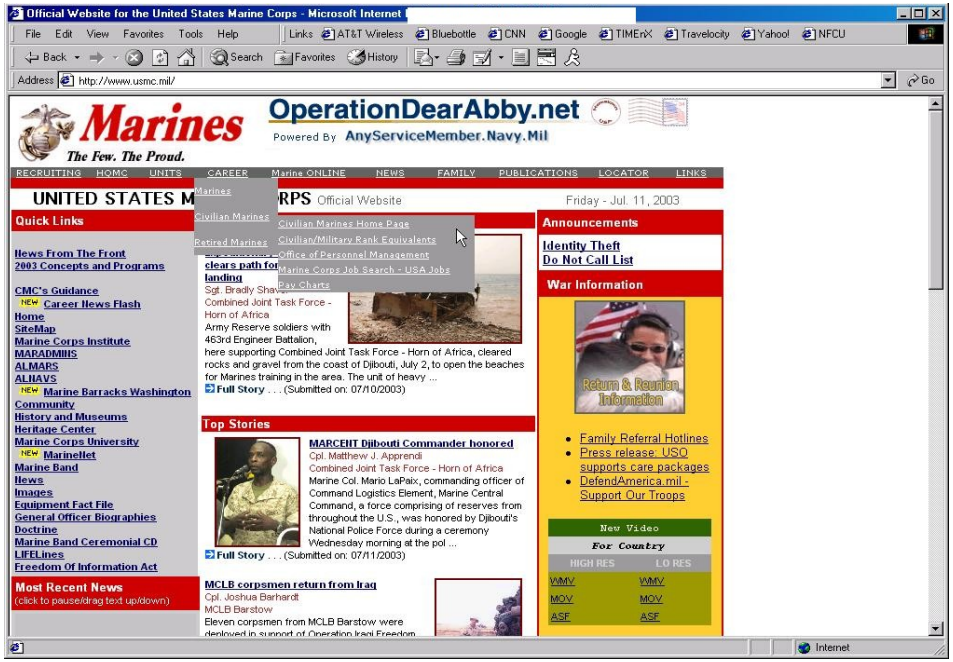
Functionality

- **Civilian Marine**
  - View Competencies
  - View Competency Definitions
  - Create Functional Competency/Proficiency Assessment
  - Compare Proficiencies against Template
  - View Professional Development Attributes
  - Record Professional Development Attributes
  - View positions by Series/Location
- **COI Leader/Manager**
  - View Occupational Series in your COI
  - View Competencies for Occ Series in your COI
  - View Professional Development Attributes for your COI
  - View Positions in your COI
    - By Series
    - By Grade Level
    - By Activity Name
  - Reports
  - Analytical Outputs

Access Will Be Through USMC Official Website

Civilian Workforce Management





Scripts (DO NOT DELETE) - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://mra-portal-dev.manpower.usmc.mil/portal/page?_pageid=53,444314,53_444316&_dad=portal&_schema=PORTAL
Go Links

Manpower & Reserve Affairs
- Reserve Affairs (RA)
- Manpower Management (MM)
- Manpower Plans & Policy (MP)
- MR Division
- Manpower Information (MI)
- Financial Management (MB)

Civilian Marines
- Working for USMC
- Career Communities
- Job Oppurtunities
- Leadership Development
- Training Resources
- About CWM

Working as a Civilian for USMC

The United States Marine Corps has a civilian workforce totaling some 25,000 employees. Some of our jobs are unique, but the majority of our positions are similar to those in other larger organizations. Our work environment, however, is unique. As a Civilian Marine, you work side by side with the very best. As you move up in your career, you can expect to be entrusted with unparalleled responsibility, including the opportunity to supervise uniformed personnel. Our goal is to be the employer of choice for civilians seeking challenging and rewarding careers.

Civilian Workforce Core Values

Our Core Values form the bedrock of the character of both our uniformed and Civilian Marines. They give us strength and regulate our behavior; they bond the Marine Corps into a Total Force that can meet any challenge.

Honor. Honor guides our uniformed and Civilian Marines to exemplify the ultimate in ethical and moral behavior; to never lie cheat or steal; to abide by an uncompromising code of integrity; respect human dignity; and respect others. The quality of maturity, dedication, trust and dependability commit uniformed and Civilian Marines to act responsibly; to be accountable for their actions; to fulfill their obligations; and to hold others accountable for their actions.

Courage. Courage is the mental, moral and physical strength ingrained in uniformed and Civilian Marines. It carries our uniformed Marines through the challenges of combat and

Our People

To attain the highest level of performance, the Marine Corps depends on three enablers: people, processes, and technology. The most important of these is people, because our

people define our capacity to perform as a fighting force. The Marine Corps employs a diverse and dedicated civilian workforce comprised of individuals with a broad degree of technical, business, and program management skills.

The Marine Corps needs workers with increased technological skills, improved service orientation, the ability to adapt to change and the capacity to do a broad range of things. We strive to infuse our organization with new and creative ideas and develop the skilled civilian workers, managers, and leaders we will need to meet future mission requirements. To meet

Quick Links

Internet

View Occupational Series in a Community of Interest

Community of Interest Occupational Series Report

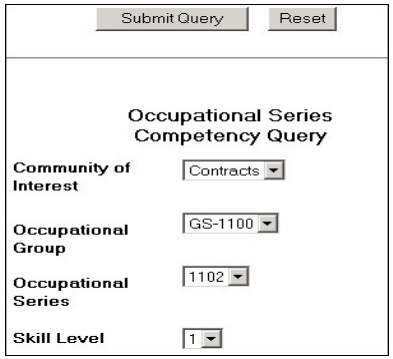
Occupational Group GS-1100 ***Occupational Series Name*** Contracting Series

Occupational Series 1102 ***Skill Level*** 1 ***Level Desc*** Entry Level

Occupational Description

This series includes positions that manage, supervise, perform, or develop policies and procedures for professional work involving the procurement of supplies, services, construction, or research and development using formal advertising or negotiation procedures; the evaluation of contract price proposals; and the administration or termination and close out of contracts. The work requires knowledge of the legislation, regulations, and methods used in contracting; and knowledge of business and industry practices, sources of supply, cost factor, and requirements characteristics.
There are four levels for this occupation series. 1102.1 is at Level 1. Level 1 is the entry level.

View Your Occupational Series Competency Report



Occupational Series Competency Report

Occupational Series 1102 ***Skill Level*** 1

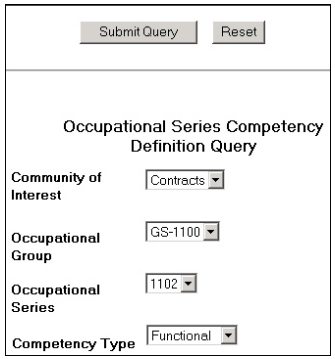
Job Role.Competency	*Proficiency Level*
Contingency Contracting.Int'l Political/Business Marketplace	2
Contingency Contracting.Multi-Service Actions	2
Contracting.A-76 Policies/Processes	1
Contracting.ABC/ABM	1

Proficiency Level definitions:

0)Non Applicable / No Knowledge Necessary 3)Able To Apply Autonomously
1)Conceptual Knowledge Only / No Experience 4)Able To Help Other(s) Apply / Possibly An Expert
2)Able To Apply With Help

Inside look at functional capabilities

Competency Definitions Report



Occupational Series Competency Definitions Report

Occupational Series 1102 ***Skill Level*** 1

Job Role.Competency	*Definition*
Contingency Contracting.Int'l Political/Business Marketplace	Negotiate in the international political and business practice environments.
Contingency Contracting.Multi-Service Actions	Identify, select, and follow relevant procurement rules of multi-service participants.

Inside look at functional capabilities

Occupational Series Professional Development Requirement

Occupational Series Professional Development Requirements Report

Occupational Series	1102	*Skill Level*	1	*Grade Level Range*	GS 7-9, NH-2

Academic Credential Requirement	Baccalaureate Degree
Desired Academic Coursework	N/A
SYSCOM Certification	D
DAWIA Certification Requirement	DAWIA Level 1
Education Training Requirement 1	CON 101, CON 104

Occupational Series Location and Grade Level Range Report (Positions Available

Submit Query | Reset

Occupational Series Location & Grade Level Range Query

Community of Interest: Contracts

Occupational Group: GS-1100

Occupational Series: 1102

Skill Level: 1

Sort By: Grade

Occupational Series Report by Grade

Occupational Series	Skill Level	Number of Employees	Grade	Activity Name	Duty Station	Geographic Location
1102	1	19	-	MCB Camp Butler	N/A	Okinawa, JP
1102	1	1	ES-00	Headquarters United States Marine Corps	Navy Annex	Washington, DC
1102	1	1	GS-05	MCLB Barstow	N/A	Barstow, CA
1102	1	1	GS-05	MCB Camp Lejeune	N/A	Jacksonville, NC
1102	1	1	GS-05	MCB Camp Butler	N/A	Okinawa, JP
1102	1	1	GS-05	Marine Corps Air Ground Combat Center	MCB Twentynine Palms	Twentynine Palms, CA

24 Total number of Positions

Occupational Series Report by Activity Name

Occupational Series	Skill Level	Number of Employees	Grade	Activity Name	Duty Station	Geographic Location
1102	1	1	ES-00	Headquarters United States Marine Corps	Navy Annex	Washington, DC
1102	1	19	-	MCB Camp Butler	N/A	Okinawa, JP
1102	1	1	GS-05	MCB Camp Butler	N/A	Okinawa, JP
1102	1	1	GS-05	MCB Camp Lejeune	N/A	Jacksonville, NC
1102	1	1	GS-05	MCLB Barstow	N/A	Barstow, CA
1102	1	1	GS-05	Marine Corps Air Ground Combat Center	MCB Twentynine Palms	Twentynine Palms, CA

24 Total number of Positions

Occupational Series Report by Occ. Series

Occupational Series	Skill Level	Number of Employees	Grade	Activity Name	Duty Station	Geographic Location
1102	1	19	-	MCB Camp Butler	N/A	Okinawa, JP
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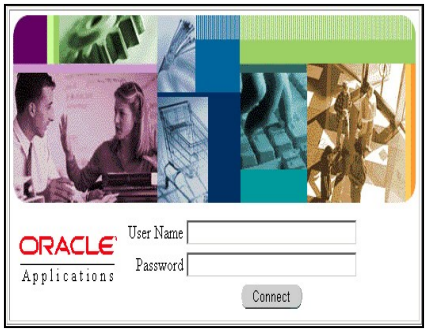
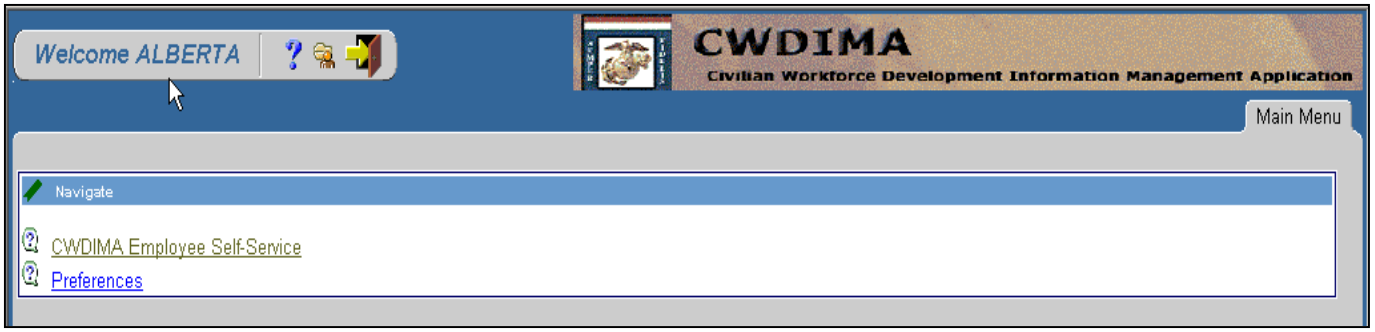
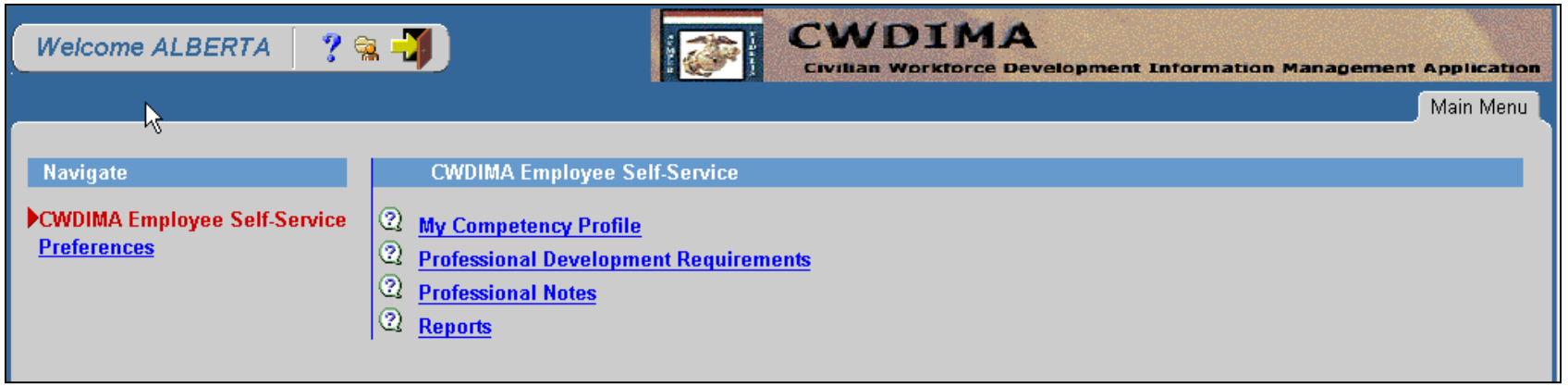
1102	1	1	GS-05	MCB Camp Butler	N/A	Okinawa, JP
1102	1	1	GS-05	Marine Corps Air Ground Combat Center	MCB Twentynine Palms	Twentynine Palms, CA

24 Total number of Positions

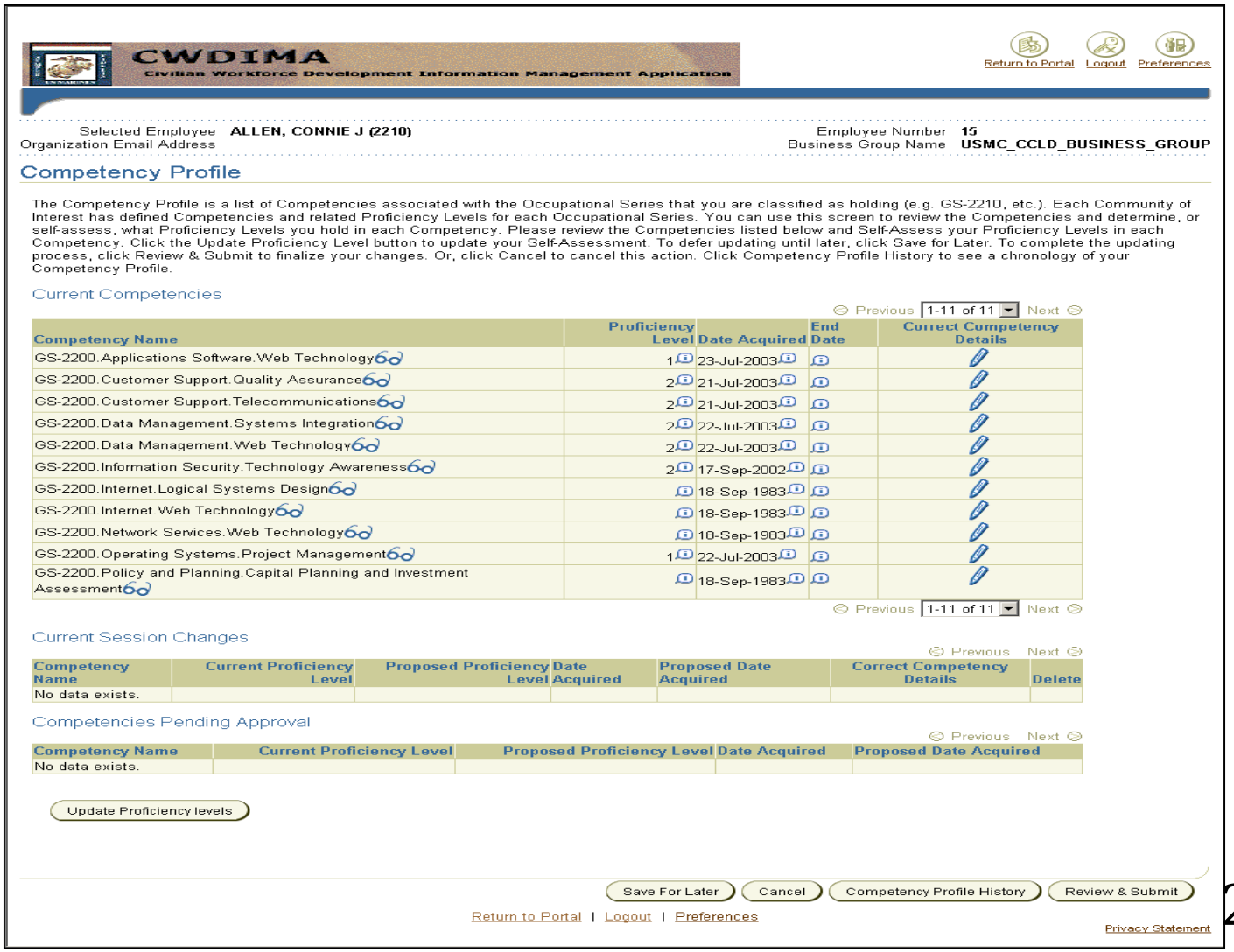
Occupational Competency Self-Assessment







My Competency Profile



CWDIMA
Civilian Workforce Development Information Management Application

Return to Portal | Logout | Preferences

Selected Employee ALLEN, CONNIE J (2210)
Organization Email Address
Employee Number 15
Business Group Name USMC_CCLD_BUSINESS_GROUP

Competency Profile

The Competency Profile is a list of Competencies associated with the Occupational Series that you are classified as holding (e.g. GS-2210, etc.). Each Community of Interest has defined Competencies and related Proficiency Levels for each Occupational Series. You can use this screen to review the Competencies and determine, or self-assess, what Proficiency Levels you hold in each Competency. Please review the Competencies listed below and Self-Assess your Proficiency Levels in each Competency. Click the Update Proficiency Level button to update your Self-Assessment. To defer updating until later, click Save for Later. To complete the updating process, click Review & Submit to finalize your changes. Or, click Cancel to cancel this action. Click Competency Profile History to see a chronology of your Competency Profile.

Current Competencies

Previous 1-11 of 11 Next

Competency Name	Proficiency Level	Date Acquired	End Date	Correct Competency Details
GS-2200.Applications Software.Web Technology	1	23-Jul-2003		
GS-2200.Customer Support.Quality Assurance	2	21-Jul-2003		
GS-2200.Customer Support.Telecommunications	2	21-Jul-2003		
GS-2200.Data Management.Systems Integration	2	22-Jul-2003		
GS-2200.Data Management.Web Technology	2	22-Jul-2003		
GS-2200.Information Security.Technology Awareness	2	17-Sep-2002		
GS-2200.Internet.Logical Systems Design		18-Sep-1983		
GS-2200.Internet.Web Technology		18-Sep-1983		
GS-2200.Network Services.Web Technology		18-Sep-1983		
GS-2200.Operating Systems.Project Management	1	22-Jul-2003		
GS-2200.Policy and Planning.Capital Planning and Investment Assessment		18-Sep-1983		

Previous 1-11 of 11 Next

Current Session Changes

Previous Next

Competency Name	Current Proficiency Level	Proposed Proficiency Level	Date Acquired	Proposed Date Acquired	Correct Competency Details	Delete
No data exists.						

Competencies Pending Approval

Previous Next

Competency Name	Current Proficiency Level	Proposed Proficiency Level	Date Acquired	Proposed Date Acquired
No data exists.				

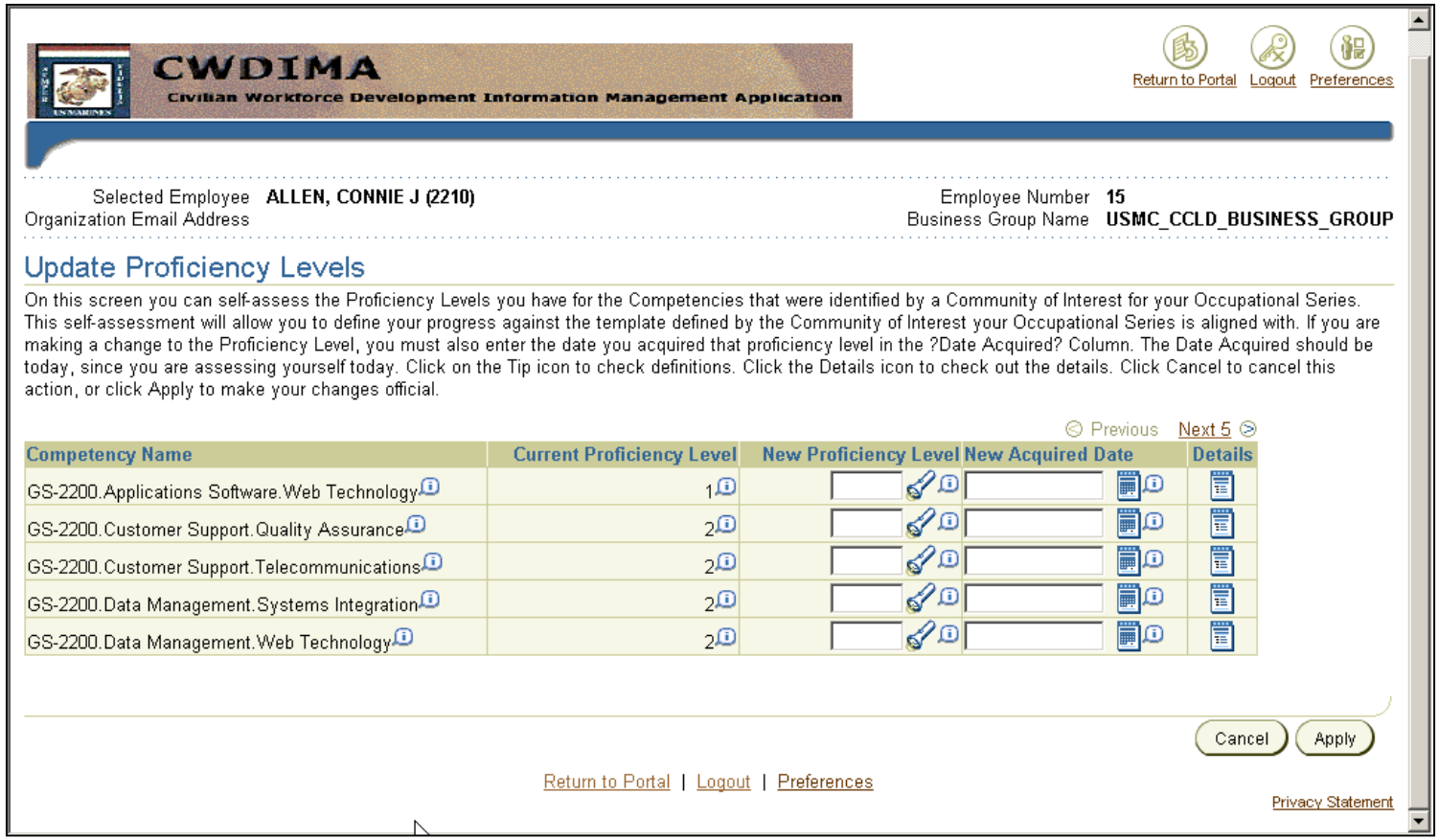
Update Proficiency levels

Save For Later | Cancel | Competency Profile History | Review & Submit

Return to Portal | Logout | Preferences

Privacy Statement

Update Proficiency Levels


CWDIMA
Civilian Workforce Development Information Management Application
Return to Portal
Logout
Preferences
Selected Employee ALLEN, CONNIE J (2210)
Organization Email Address
Employee Number 15
Business Group Name USMC_CCLD_BUSINESS_GROUP
Update Proficiency Levels
On this screen you can self-assess the Proficiency Levels you have for the Competencies that were identified by a Community of Interest for your Occupational Series. This self-assessment will allow you to define your progress against the template defined by the Community of Interest your Occupational Series is aligned with. If you are making a change to the Proficiency Level, you must also enter the date you acquired that proficiency level in the ?Date Acquired? Column. The Date Acquired should be today, since you are assessing yourself today. Click on the Tip icon to check definitions. Click the Details icon to check out the details. Click Cancel to cancel this action, or click Apply to make your changes official.
Previous
Next 5
Competency Name
Current Proficiency Level
New Proficiency Level
New Acquired Date
Details
GS-2200.Applications Software.Web Technology 1
GS-2200.Customer Support.Quality Assurance 2
GS-2200.Customer Support.Telecommunications 2
GS-2200.Data Management.Systems Integration 2
GS-2200.Data Management.Web Technology 2
Cancel
Apply
Return to Portal | Logout | Preferences
Privacy Statement

Occupational Series Competency Comparison Report

Submit Query | Reset

Competency Comparison Query

Enter the Employee Number you viewed when updating your Competency Profile

Competency Comparison Report

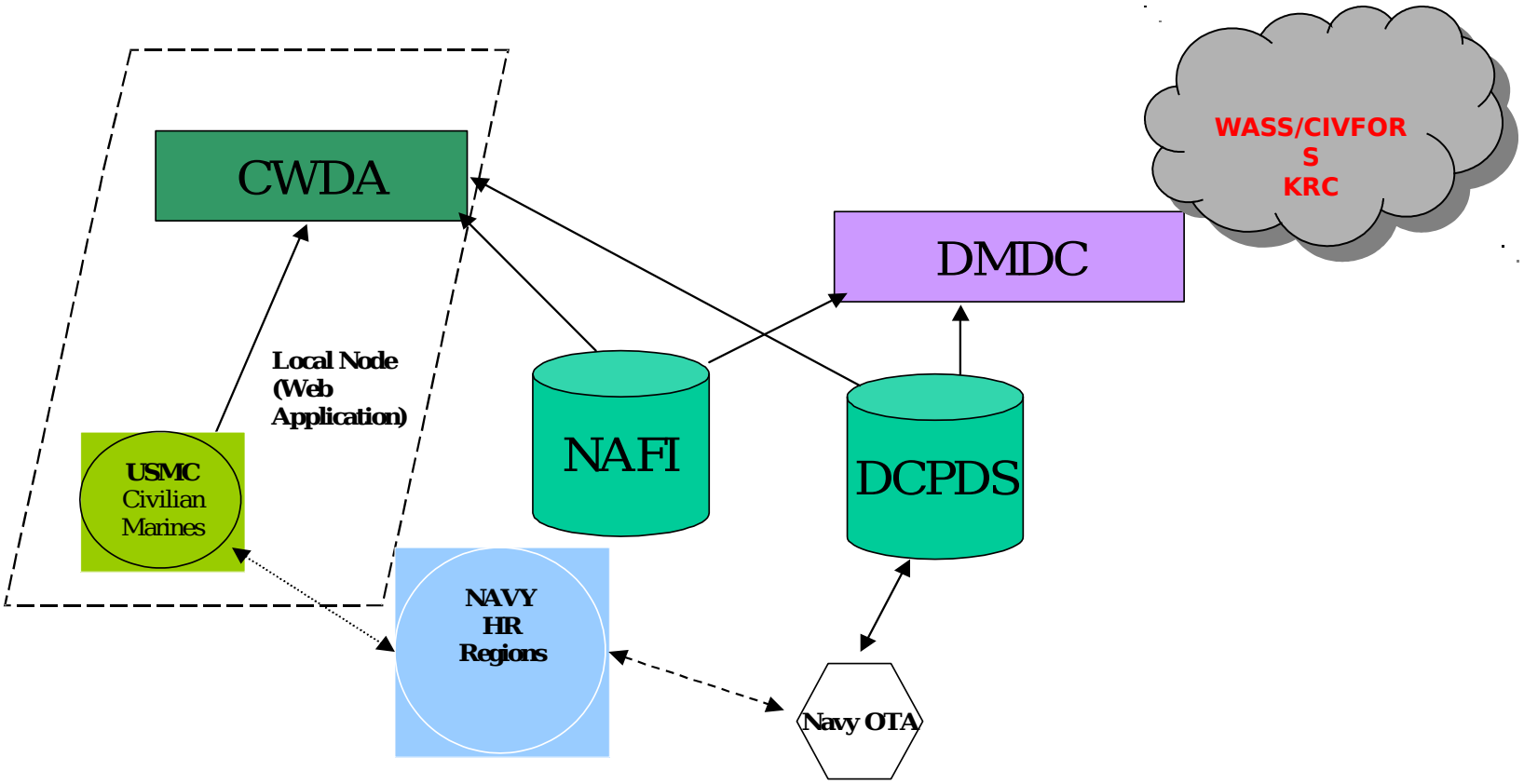
Employee Name: BELL, JAYNE

Occupational Series	Skill Level	Job Role.Competency	Expected Level	Personal Level
1105	2	Purchasing.Acquisition Process Review	2	
1105	2	Purchasing.Acquisition Strategy Team	2	
1105	2	Purchasing.Activity-Based Costing/Management	1	

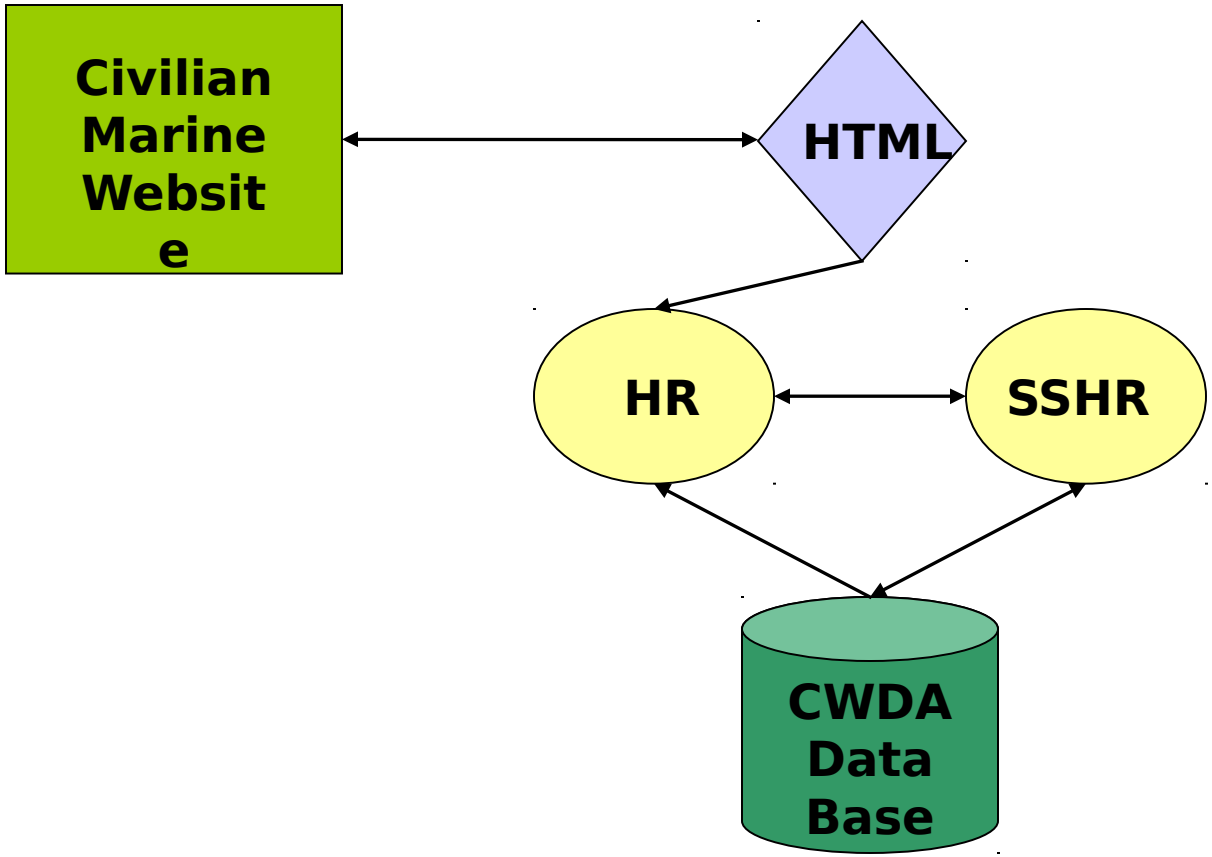
Proficiency Level definitions:
0)Non Applicable / No Knowledge Necessary 3)Able To Apply Autonomously
1)Conceptual Knowledge Only / No Experience 4)Able To Help Other(s) Apply / Possibly An Expert
2)Able To Apply With Help

CWDA System Components

Civilian Workforce Management



Basic CWDA Architecture



Questions?

Contact Information

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MPC-30, (703) 784-9009, Fax 9812

Torres-RamosT@manpower.usmc.mil